

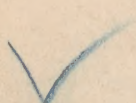
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# RULES

FOR THE

GOVERNMENT OF THE EMPLOYEES

OF THE



## Missouri State Lunatic Asylum

REVISED, ADOPTED AND ORDERED PRINTED BY AUTHORITY  
OF THE BOARD OF MANAGERS, NOVEMBER 30, 1869.

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## MATRON:

MISS CARRIE C. McNAIR.

**RULES FOR THE GOVERNMENT OF THE EMPLOYEES**  
**OF THE**  
**MISSOURI STATE LUNATIC ASYLUM.**

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**CHAPTER I.**

**DUTY OF THE EMPLOYEES TO OFFICERS.**

1. All persons employed in the Asylum shall accustom themselves to speak well of the Institution and its officers, promptly and cheerfully perform all the duties required by the Superintendent and other officers, encourage the patients, and endeavor to inspire them with confidence in the course pursued for their benefit, conciliate their feelings towards the officers, and lead them to understand that every measure is adopted for their welfare and restoration.

2. They must expect an unceasing observation of the manner of performing their respective duties, and receive the instructions and suggestions of an officer in regard to deficiencies or improvements, kindly and without offence.



## CHAPTER II.

### DUTY TO EACH OTHER AND THEMSELVES.

1. Self-respect is enjoined upon all. Each one is responsible in his or her department and should be ambitious to acceptably discharge every duty.

2. Their dress shall always be neat and clean and they shall avoid all gross or vulgar habits. The men shall not wear their hats in the house, nor go in their shirt sleeves (unless when at work). None shall indulge in boisterous talking or laughing, nor use profane or vulgar language, nor play at any game with one another during hours of duty.

3. They shall be courteous and respectful to each other and be cheerful, decorous and dignified in deportment as befits an honorable calling.

4. *No attendant or other employee while connected with the Asylum, shall at any time, at home or abroad, make use of intoxicating liquor, nor chew or smoke tobacco in the presence of patients, or procure them for any patient, except by direction of the Superintendent.*

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## CHAPTER III.

### DUTY TO THE INSTITUTION.

1. It shall be the duty of all persons employed at the Asylum to fulfill their engagements scrupulously as to time of service and duty to be performed. They shall not discontinue service without giving thirty days notice to the Superintendent or Steward.

2. The attendants and other employees shall devote their whole time to the Asylum. They shall receive no compensation besides their regular wages for any service or labor, nor be directly or indirectly interested in the purchase of any article for the use of the Asylum.

3. *No attendant or other employee shall receive any present or gratuity from any patient, or friend of a patient, or from any visitor, or sell to or buy anything from a patient, or make any perquisite of any kind whatever.*

4. *The attendants and other employees shall never leave the Asylum without permission from the Superintendent or a resident officer under his direction, and shall always return previous to the next meal time, unless leave be given to stay longer.*

They should apply for leave of absence several hours before the time at which they desire to leave, and before leaving, deposit their hall keys in the Superintendent's office, until their return.

5. *Attendants must not advertise the amusements of the Asylum gotten up for the benefit of the patients, nor invite their friends to them, without special permission from the Superintendent. The presence of many strangers interferes with the enjoyment of patients and is detrimental to their mental welfare.*

6. *The attendants shall never part with a key, nor let any one into the halls without permission of a resident officer. No male attendant, without such permission, shall ever enter a female department.*

7. *An indispensable duty of all who are employed about the house is to secure perfect and systematic neatness and cleanliness of the Asylum and the patients, and whenever one is found not inclined to work diligently to that end his services will be dispensed with.*

Halls, dining rooms and other apartments are to be scrubbed, swept, and mopped as often as the most rigid neatness may require. *No part of the house to be considered clean when it can be made cleaner. No one is wanted here who regards any kind of honest labor, necessary to carry out this rule, as degrading.*

8. *Attendants must not throw trash or water out of the windows, and should endeavor to prevent the patients from doing so. The water closets, urinals, spittoons, etc., are to be scrupulously attended to so as always to preserve a pure atmosphere. Chamber vessels are always to be covered when removed and thoroughly*



cleaned immediately after use. *Any noisome odor is evidence of neglect.* The health of patients and attendants depends much upon the purity and cleanliness of the halls. Experience has shown that a suitable and systematic attention is capable of keeping an Asylum entirely free from all close or impure air.

9. *The attendants must look well to the security of all doors and windows* connected with the patients' rooms and halls; and at bed time see that no attempts are being made to get out; that all doors are safely locked and hall lights extinguished as soon as the patients have retired.

10. *Visiting from hall to hall* and to the kitchen, bakery, laundry, drug store, sewing room, etc., during hours of duty, without particular business, is prohibited.

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## CHAPTER IV.

### DUTY OF ATTENDANTS TO PATIENTS.

1. *The attendants must treat the patients with uniform attention and respect,* greet them with friendly salutations, as "good morning" or "good evening," and exhibit such other marks of kindness and good will as evince interest and sympathy. Under all circumstances be tender and affectionate, speak in a mild persuasive tone of voice, never address a patient coarsely, by a nickname, nor by a christian, nor by a surname without the addition of Mr., Mrs., or Miss.

The law of kindness shall be the governing one in this institution, and all other qualifications will pass as nothing if the disposition to carry out this law is absent. Those who do not at heart adopt this sentiment are unfit to take charge of the insane and are not wanted here.

2. *On rising in the morning the attendant shall see that each patient confined to his or her care is properly dressed,* face and hands washed, hair combed, etc. This should be rellooked to

throughout the day, and especially before coming to meals, or religious services, or going to ride or walk. The patients' beds are then to be aired and made up and their rooms, the halls, bathing rooms, stairs, etc., etc., to be swept and otherwise cleaned, and the whole premises put in order so that a complete inspection may be had of the house, commencing as early as half past eight o'clock in the summer and half past nine o'clock in the winter season. Before those hours no patient will leave the house to walk, ride or labor without directions from the medical officer.

3. *The patients are ever to be soothed and calmed when irritated*—encouraged and cheered when melancholy and depressed. They shall never be pushed, collared or rudely handled. To induce them to move, gentle, mild and persuasive measures only shall be used; when these fail, information shall be given to the Superintendent, or assistant Physicians.

When attendants receive insults and abusive language, they must keep cool, forbear to recriminate, scold, threaten, or dictate in the language of authority. Violent hands shall never be laid on a patient under any provocation. A blow shall never be returned or any other insult. Abuse of patients will not be tolerated in this institution, and any employee guilty of abusing them, or cognizant of the fact in others without reporting the same will be discharged.

Sufficient force to prevent the patients from injuring themselves or others, shall always be applied gently, and all struggling with a patient should, if possible, be avoided by calling upon other attendants for additional assistance, when a patient is highly excited, or disposed to violence, before entering his room or attempting to dress or control him. Attendants should never manifest fear of any patient; but while they maintain their authority with firmness and decision, it must always be done with mildness and kindness of manner and dignity of deportment.

5. *Attendants shall never apply any restraining apparatus*, except by order of the Superintendent, or a resident officer under his direction, but shall rely upon seclusion to the patient's room or



personal watchfulness in cases highly excited until the physician can be found.

6. *When the physician enters the hall*, the attendants shall rise and accompany him through it, and be always near enough at hand to answer any questions or execute any direction concerning the patients. One attendant shall always be in each hall with the patients, and shall not leave under any circumstances until relieved. Neither shall the attendants retire to their rooms while the patients are in the halls, except for the purpose of adjusting their own clothes. Each attendant is responsible for every patient under his or her care, and is expected to be able at any moment to say where any individual can be found. If any is discovered to be missing, report is to be made immediately to one of the officers, and the proper search instantly instituted. From the time patients rise in the morning until they retire at night they are to be constantly under the supervision of the attendants who shall endeavor to keep them comfortably and neatly dressed, prevent improper conduct, bad postures and to interest, comfort and amuse them by talking, reading to them or endeavoring to induce them to engage in some agreeable recreation or occupation.

7. *At meals one or more attendants shall always be present* to carve, distribute the food, and see that every patient has a proper supply and that it is taken in a proper manner. Special care shall also be taken that no patient carry away a knife, fork, or other articles from the table, and to prevent occurrences of this kind, the knives and forks shall always be counted before and after each meal.

8. *Attendants shall never place in the hands of the patients*, or leave where they can obtain, any razor, knife, scissors, rope, cord, medicine, or any dangerous weapon or article. A constant watch is to be kept that patients do not secrete any instruments of iron or steel, and if it is known or suspected that any instrument is in their possession, immediate information is to be given to an officer. The beds, flues, etc., are to be frequently searched. Neither shall they deliver any letter, or writing, or parcel from or



to a patient without permission of the Superintendent,—nor retain in their possession any writing of a patient.

9. *Suicides and elopements* are most frequent about meal times, early in the morning, at dusk, on the walk and during amusements and religious services; therefore the strictest watch is to be kept at these times. Attendants are to look not merely to those under their immediate charge, but with constant watchfulness over all the patients, they must endeavor to prevent any from eloping or wandering. When patients are assembled in the amusement hall, chapel, or at meals, or when they are going to or from these places, or out on the walk, attendants must occupy such a position always as will enable them to prevent any successful attempts at escape or violence.

10. *When patients are known to have a suicidal tendency* there is no security except in constant watching. Care should be taken to place out of reach all the means that would likely be resorted to, and the patient must be kept constantly in sight, treated with great kindness and sympathy, and his attention drawn as much as possible from the subject.

11. *It must never be forgotten* that, in a bad case a *single minute* of neglect may be as serious in its effects as a whole hour. The clothes of suicidal patients, in any part of the house, and every dangerous article, shall be removed from their rooms at night and the windows fastened. Unless special exemption is made in particular cases, the clothing of all patients on the third, fourth, sixth, seventh, ninth, tenth, eleventh and twelfth halls are to be removed from their rooms at night, room doors locked on retiring, and window guards kept always fastened. They are also not to have any furniture, clothing, or other articles in their rooms at any time, other than that placed there by special direction or permission of the Superintendent or assistant physician.

12. *The room doors of the first, second and fifth halls* shall be locked at bed time, unless special exemption be made of particular rooms by the Superintendent. Unless specially directed to the

contrary, the clothing of patients occupying these halls may be left in the rooms.

13. *When patients ride out*, the driver shall see that they do not leave the carriage, nor communicate with persons casually met, nor deliver letters, packages, or messages, nor procure weapons, tobacco or any other articles. He is not to stop and do errands for himself or others without permission of the Superintendent.

14. *When attendants walk out with patients they shall keep them together*, avoid mingling with patients of other halls, and observe the same rules and precautions as the driver; they shall also particularly avoid going near dangerous places, as precipices, wells, machinery, etc., or into the woods, or other places favorable for elopement. When but one attendant has the patients of a hall out walking he must not go with them beyond the Asylum enclosure, and must keep the patients with him closely together so that none may be tempted to escape.

15. *When medicine is prescribed*, attendants shall use all proper and gentle means to induce the patients to take it, but are never to resort to force except in the presence of a physician.

16. *When attendants fail to induce patients to take the medicine prescribed*, the fact must be communicated to the physician at his next visit to the hall, or sooner in urgent cases. Care must be taken to avoid mistakes, and to prevent patients getting medicines not prescribed for them. All cups, vials, boxes, etc., containing medicine should be locked up. In going to and from the drug-store, attendants must not delay in the passage, not hold any conversation other than to report to a medical officer notable changes in the condition of patients.

17. *Attendants must not talk to patients on the subject of their delusions*, or give assent to them or to others in the hearing of the patients, and as much as lies in their power they should prevent others from doing so. They must never ridicule, mock, or imitate them, nor do anything to wound their feelings, or suffer other patients to do so.

18. *Deception must always be avoided* and promises must not be made unless it is intended to fulfill them.

19. *When patients become violent* in manner or conversation, the attendant shall in the gentlest manner endeavor to restrain them. Should they fail, one of the resident officers shall be informed immediately. The history, condition or conversation of patients must never be spoken of to visitors, nor reported by attendants abroad.

20. *Every patient shall be in charge of some responsible individual* at all times, unless permitted to be at large by the Superintendent. The person who takes a patient from one of the halls shall be responsible for his or her safe keeping until returned to same, or intrusted by a resident officer to the care of another person; and no patient shall be permitted to go out of the wings, except in conformity to the directions of the Superintendent.

21. *Lists of the names of all patients* allowed to walk out with attendants, of all allowed to go out unaccompanied and allowed to go out to work, will be furnished the attendants and must be carefully preserved, often consulted and always conformed to.

22. *Patients are not to be sent on errands for attendants* from one hall to another, or from the hall to the kitchen, office, drug-store, sewing room, or cisterns.

23. All damages done by patients to the walls, bedding or furniture of the Asylum shall be reported daily to the supervisor or assistant physician.

24. Semi-monthly requisitions of clothing and other articles required by the patients or needed upon the hall must be made on the blanks provided for that purpose, and handed to the Superintendent or assistant physician.

25. Patients are not to eat in their rooms or be absent from the regular meals except in case of sickness or high excitement, without permission of the Superintendent or a resident officer under his direction.

26. Attendants must daily notice the habits and conduct of



patients, and promptly inform the physician of all circumstances requiring attention, such as loss of appetite, diarrhoea, costiveness, or any other indisposition; threats or attempts to injure self or others, special requests, etc.

27. *No patient shall be put to sleep in a dormitory or room with another patient without the knowledge of the physician, and the attendants shall keep separate lists of all persons allowed to sleep in the dormitories.*

28. Unless a special exemption is made by the Superintendent or his assistant, every patient shall be bathed once a week. The temperature of the water to be such as is most grateful to the patient. They are not to be left to themselves when bathing, and care is to be taken that they are thoroughly rubbed and dried, hair combed and dress arranged.

29. The attendants shall shave the patients in each ward and trim their hair at stated intervals. The tastes of patients careful of their person are to be consulted in regard to the length of their beard and hair; and those who desire to be shaved frequently are to be gratified in this particular. Great care is to be taken that no injury is done with the razors or scissors which must be carefully kept by the attendants. *If the physician should allow a patient to shave himself, an attendant should always be present and no other patient in the room at the time.*

30. A clean sheet and pillow case are to be put on each bed once a week. Under no pretence is this to be omitted. *When a patient is careless in personal habits, his clothing is to be changed as often as is necessary to keep him dry and clean.* Soiled clothes should be thoroughly rinsed and placed in the drying closet or bundled and thrown down the dirty clothes hoppers to be taken to the Laundry. If there should not be clothes enough to change as often as necessary they will be provided by applying to a resident officer.

31. Wet beds and bedding are to be rinsed in hot water and put in the drying room. If the bed tick contains straw or shucks, the sacking is to be ripped, the wet filling removed and the bed

tick rinsed and dried in the drying closet, and dry straw or shucks added. No attempt is ever to be made to dry the bed without first removing the wet straw or whatever material may be used in filling the tick.

32. Patients having the insane odor must be bathed and changed as often as twice a week, if possessed of ordinary bodily health, and those who have offensive feet must have their feet washed and socks changed daily.

33. Whenever any article of clothing requiring repairs, can not be repaired on the hall it should be carried to the Steward, Matron or Supervisor. If proper pains are taken in this respect, the dress of patients can always be kept whole.

34. When patients are taken out to work, the party having them in charge must work with them and encourage them to work by persuasion as well as by direction.

35. When the services of an employee are no longer required the reasons for dispensing with them may or may not be given at the discretion of the Superintendent. Some individuals have no natural aptitude for the vocation of attendants and hence no particular reason should be expected for no longer requiring their services.

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## CHAPTER V.

### RELIGIOUS SERVICES.

1. All who have the care of patients, who are well and can be spared from duty on the hall, shall attend religious services in the chapel, with the patients permitted to go there by the Superintendent. The Superintendent shall invite the clergymen of different denominations to conduct the religious services of the Asylum on Sunday under such regulations as he may deem best for the welfare of the patients.

2. *Sunday shall be observed as a day of rest and quiet*

throughout the Asylum, and only absolutely necessary work shall be done on that day about the institution.

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## CHAPTER VI.

### VISITORS.

1. The managers of the Asylum are fully aware of the interest generally felt in its prosperity, and are desirous of affording suitable opportunities for visiting it and inspecting its internal arrangements, but they are convinced that the welfare of the patients and the proper performance of the duties of the officers and attendants require that such visitations should be subject to the following conditions :

2. The public will not be permitted to visit the Asylum on Sunday. Visitors on other days in the week, except in case of persons coming from a distance, shall be limited to the hours between two and four o'clock P. M., and to such parts of the Asylum premises as may be indicated by the Superintendent.

3. The Superintendent is enjoined to be especially careful that the welfare of the patients is not endangered by too frequent presence of visitors on the halls, and shall see that excitable patients and those who are sensitive upon the subject of their insanity are not brought in contact with visitors.

4. Visitors are forbidden to give tobacco to patients or to deliver to or from them letters or parcels without the consent of the Superintendent.

5. Visitors should not ask the names or history of patients or discuss their peculiarities or express pity for them in their presence, or gaze at them intently or decline to return a salutation or treat them in any other manner than as if they were sane.



## CHAPTER VII.

## DUTIES OF SUPERVISORS.

1. The supervisors shall rise with the ringing of the first morning bell, exercise during the day a constant supervision over their respective wings, under the direction of the Superintendent and other officers.

2. They shall aid in securing perfect compliance with the rules of the Asylum and the directions of the Superintendent and promptly report all delinquencies. They shall pass often through the halls between the visits of the physicians and matron and co-operate with them to secure the welfare and happiness of the patients and the good order of the house.

3. They must daily visit the dining rooms, clothes rooms, bath rooms, attendants' rooms and water closets and see that all are kept in order.

4. They must look especially to the food, clothing and bedding of the patients, and see that all are clean and of the proper kind and quality. They must see that patients always have on their own clothing, properly marked and repaired and that they appear always neat and tidy.

5. They must see that no uncleanly habits prevail in the dining rooms; that helpless patients are properly fed and otherwise cared for at meals, and that voracious patients are not allowed to take the food of those near them at the table.

6. They must see that the beds are always free from bugs, and the bed rooms free from any bad odor. They must see that clean and soiled clothes are not kept together in the clothes room. They must see that all soiled beds are taken at once from the rooms and disposed of as provided in the duties of attendants. They must see that every possible effort is made to keep the bath rooms, and water closets well ventilated and the atmosphere pure and healthy.

7. They must aid in having the bathing properly done.

8. They must aid in cheering and agreeably occupying the

patients, and see that all are kindly treated as the by-laws require.

9. They must report daily to the Superintendent or assistant physician all violation of the laws of the Asylum, all repairs needed for the security of patients and all damages done by the latter to the building or furniture.

10. They must report all who are taken sick between the rounds of the physician, and record such other observations as they may deem important to the officers.

11. They shall, when required, administer medicines, give special attention to particular cases, take care of or assist in the care of a hall and discharge any other duties assigned them.

12. The supervisor of the south wing shall be the matrons' assistant and the supervisor of the north wing shall be the steward's assistant.

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## CHAPTER VIII.

### DUTIES OF THE SEAMSTRESS.

1. The seamstress, under the direction of the matron, shall have charge of the sewing room, and shall attend to the making and repairing of the clothing, especially of the female patients.

2. She shall take special pains to induce the patients to occupy themselves at sewing. She shall keep the sewing room always in order and take good care of the materials entrusted to her keeping. She must be careful that no scissors or other articles are carried away from the sewing room by the patients.

3. Every new garment, before leaving the sewing room, shall be marked with the name of the patient for whom it is intended and the number of the hall to which it belongs. When required she shall aid in the care of patients, and discharge such other duties as the Superintendent may assign her.

## CHAPTER IX.

## DUTIES OF THE CARPENTER.

1. The carpenter shall make such articles and repairs as the Superintendent may direct. He shall have the immediate charge of the carpenter shop, lumber yard, tools and materials of all kinds belonging to that department of the institution, and is considered responsible for their safety and economical use.

2. He will not allow any one to make use of the tools or lumber without permission of the Superintendent or steward; and when tools are taken from the shop for any purpose, if not promptly returned, he will report the fact to one of the officers. He will prevent attendants, patients, or others from remaining in the shop, so as to interfere with the workmen, unless they have themselves been sent there to work. No materials are to be taken from the shop or yard without permission from one of the officers. He shall discharge such other duties as the Superintendent may assign him.

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## CHAPTER X.

## DUTIES OF THE WATCHMAN.

1. The watchman shall commence his services each evening at nine o'clock by extinguishing the lights not in use and closing up the kitchen and basement.

2. He shall then go to the office for instruction for the night. After ringing the first morning bell his duty ceases until immediately after dinner, when his services belong to the Asylum until the halls are lighted at sunset.

3. He shall report in a book provided for the purpose, any violation, during the night, of the rules of the Asylum. He shall report to the proper officer any unusual occurrence demanding immediate attention.

4. He shall visit such of the male patients and administer such



medicine as may be directed, and make such nightly notes as may be required by the Superintendent or as he may deem important.

5. During hours of duty he shall be constantly awake, faithful and vigilant.

6. He must be especially careful to guard against fire, attempts at escape or suicide, the least suspicion of which should attract his immediate attention. Any unusual noises and cries of patients for water should be attended to at once. Helpless patients must be often visited and covered and otherwise cared for during the night.

7. He must be careful that no patient is taken suddenly ill during the night without his knowing it and informing the assistant physician.

8. He shall visit the center building and every hall of the north wing at least once every hour, and pass round the building and through the basement frequently during the night. He shall see that the fires in the laundry, kitchen and boiler house are lit and extinguished as directed.

9. In his walks he shall be as silent as possible and shall have no light but a lantern.

10. After dinner he shall take the clothing of the north hall to and from the wash, fill the south wing bed sacks, take care of the amusement hall and chapel and discharge such other duties as may be assigned to him until sunset.

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## CHAPTER XI.

### DUTIES OF THE WATCHWOMAN.

1. The duties of the watchwoman shall be similar to those of the watchman, in regard to time of service, care of patients and all nightly occurrences, but confined exclusively to the interior of the female side of the house.

2. Her time shall belong to the Asylum from nine o'clock P. M.

until the ringing of the first morning bell and from immediately after dinner each day until the halls are lighted at sunset. She shall spend the afternoon in the sewing room, on the halls, or at such occupation as the Superintendent may direct.

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## CHAPTER XII.

### DUTIES OF THE ENGINEER.

1. The engineer shall have charge of the machinery, water and gas works, and heating apparatus of the Asylum, and shall keep all in good order.

2. He shall see that the supply of steam and gas is abundant and the two latter of the best quality possible to furnish, and all furnished as required by the Superintendent.

3. Under the direction of the Superintendent or steward he shall have charge of the blacksmith shop and tools, and the gas and steam fittings, and see that no tools or fittings are taken from the shop without authority of a resident officer.

4. He shall make such repairs as may be needed and in his power to make, and discharge such other duties as may be assigned him by the Superintendent.

5. He shall not leave the Asylum without giving one months previous notice of his intention to quit.

6. He shall devote his whole time to the service of the Asylum and is expected in all emergencies to render willingly any service in his power even though his time be required at night.

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## CHAPTER XIII.

### DUTIES OF THE FIREMAN.

1. The fireman, under direction of the engineer, shall have charge of the fires in the steam boilers, used for heating and ven-

tilating, from the time the morning bell rings until the watchman or night fireman enters upon duty at night. During his time of service he shall not fail to be vigilant in attending to the fires, adapting the degree of heat to the external temperature, keeping the boilers properly supplied with water, and securing the cleanliness and neatness of the boiler house and engine room of the building by frequent dusting, whitewashing, etc.

2. He shall discharge such other duties as the engineer or steward may assign him.

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## CHAPTER XIV.

### DUTIES OF THE FARMER.

1. The farmer, under direction of the steward, shall have charge of the farm and the stock. He shall have immediate control of such hands as may be assigned him, and see that they faithfully discharge their duties.

2. He shall cultivate such of the Asylum grounds and in such a manner, and shall discharge such other duties as the Superintendent may direct. He shall keep an accurate account of the produce of his department and render the same annually to the Superintendent or steward.

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## CHAPTER XV.

### DUTIES OF THE DAIRYMAN.

1. The dairyman under the direction of the steward, shall have charge of the cows and the dairy and discharge such other duties as may be assigned.

2. He must often communicate to the steward the condition of cattle entrusted to his care. He must keep an account of the



milk consumed and the quantity of butter and cheese made monthly, and at the end of each year present to the Superintendent or steward a written statement of the products of the dairy.

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## CHAPTER XVI.

### DUTIES OF THE GARDENER.

1. The gardener shall have immediate control of the garden and garden hands, under direction of the steward.
  2. He shall take good care of all garden implements entrusted to his keeping. He shall keep an accurate account of the garden products and render the same annually to the Superintendent.
  3. When patients are entrusted to assist him in the garden, he shall be responsible for their safe return to their halls.
  4. He shall perform such other duties as the Superintendent or steward may assign him.
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## CHAPTER XVII.

### DUTIES OF THE CHIEF COOK.

1. The chief cook shall have immediate control of the kitchen and kitchen servants under the direction of the matron.
2. He or she shall prepare such food in such manner and quantity as the matron shall direct and discharge such other duties about the kitchen as may be required.
3. When patients are allowed to work in the kitchen he (or she) shall be watchful of them, see that they secrete no knife or other dangerous article, and that they do not engage in improper controversies with each other.
4. He (or she) must see that every patient allowed to go to the kitchen returns safely, each day, to his or her hall. The Super-

intendent must be informed each day of any improper conduct on the part of patients allowed to go to the kitchen.

5. If a knife or fork is carried to the hall, the Superintendent or other officer must be informed of the fact at once.

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## CHAPTER XVIII.

### DUTIES OF THE BAKER.

1. The baker shall have charge of the bake shop, and be careful that the supply of bread is always good, timely and abundant.

2. He must notify the steward promptly of any defect observable in the quality of the flour, as no excuse will be taken for bad bread.

3. He shall prepare, under the direction of the matron, such articles of pastry as she may require, and he may be capable of making.

4. Every part of the bakeshop must be kept clean and no lounging or loafing of the kitchen hands shall be allowed within it. Before quitting the employ of the Asylum he must give thirty days notice to the steward.

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## CHAPTER XIX.

### DUTIES OF THE LAUNDRESSES.

1. The laundresses, under the direction of the matron, shall do all the washing and ironing of the Asylum in the neatest possible manner, and be responsible for the cleanliness and safe locking of the laundry. They must be especially careful in regard to fires used for ironing purposes.

2. When patients are allowed to assist them they must see that

they do not quarrel or engage in personal difficulty with each other, and that when through with work in the laundry, they are safely returned to the halls.

3. Whenever a patient allowed to work in the laundry, especially in the ironing room, manifests any disposition to do violence, the patient must be taken at once to the hall, and not again taken to work in the laundry without a second permission from the Superintendent.

4. The Superintendent may designate among the laundresses a head laundress, who shall receipt for *all articles brought to the laundry and be responsible* for their safe delivery after the wash, to the party bringing them.

5. *No articles need be receipted for or washed by her unless plainly marked.*

6. *All articles taken from the laundry must be set down upon duplicate lists, one of which shall be receipted upon by the laundress, and the other retained by the laundress as her memorandum.*

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## CHAPTER XX.

### HOURS FOR MEALS, RISING AND RETIRING.

1. The first morning bell shall be rung at half past four o'clock in May, June, July and August; at five o'clock in March, April, September and October, and at half past five in November, December, January and February. The second morning bell shall be rung one hour-and-a-half later than the first throughout the year.

2. Breakfast for the rear centre building shall never be later than the ringing of the second morning bell.

3. Breakfast for the centre building and halls shall be ready at precisely two hours after the ringing of the first morning bell.

4. A bell shall be rung throughout the year at twelve o'clock M., and at six and nine o'clock P. M.



5. Dinner shall be served throughout the year at half past twelve o'clock and supper at six o'clock P. M.

6. The Asylum shall be closed, all lights in the wings extinguished and all employees shall retire to bed at half past nine o'clock every night.

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## CHAPTER XXI.

### RULES IN REGARD TO THE GAS AND LIGHTS.

1. Attendants cannot be too careful in regard to the gas lights.
2. They must be careful upon retiring at night, to see that the gas is wholly turned off, so as not to endanger suffocation in their own sleeping rooms, and they should be especially careful, during evenings of amusements and exercises in the chapel, that no unguarded light is left burning while any patient is left alone on the hall, unless the patient is pronounced perfectly safe and trustworthy by the Superintendent. They must be as economical in the use of gas as possible, turning it down or entirely off from burners when not in use. Much gas can be wasted or saved, according to the thoughtfulness or thoughtlessness in this respect, of attendants and other employees.

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## CHAPTER XXII.

### WASTING OF WATER.

1. Attendants must be careful that water is not wasted through neglect in the dining and bath rooms, and the floors in consequence overflowed.

## CHAPTER XXIII.

## EMPTYING OF STRAW AND RUBBISH IN THE YARD.

1. Attendants and employees are cautioned against falling into this slovenly practice.

2. No one will be pardoned for emptying the contents of a dust box, rag-bag or bed-sack within the Asylum enclosure, except at such places as may be specially designated as receptacles for such materials. Every attendant is expected to take as much pride in the neat appearance of the Asylum grounds, as in the cleanliness of the halls and patients.

## CHAPTER XXIV.

## PENALTIES.

1. Any attendant permitting a patient to escape through neglect of proper watchfulness shall pay in whole or in part the expenses of returning the escaped patient to the Asylum, and where the negligence is gross, such as going to sleep while out airing patients, leaving them to themselves, leaving a door unlocked, or entrusting a patient with a key, shall be compelled to pay the probable cost of returning the patient and be summarily dismissed from the employ of the Asylum.

2. Any attendant who grossly abuses a patient is liable, in addition to being dismissed from the employ of the Asylum, to prosecution and imprisonment for assault and its consequences.

